



CITY OF HOUSTON

Job Posting

SL/CMD

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSON INTERESTED

Records Technician (2 Positions)

PN# 106897

Public Works & Engineering Department

Planning & Development Services

Office of the City Engineer/Standards and Documents

611 Walker, Basement*

M – F, 8:00 - 5:00*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs complex clerical and administrative duties including the receipt, organization, maintenance, storage and retrieval of plans and profiles; record keeping, researching files and processing approved plans by assigning drawing numbers and dispatching for outside reproduction. Files plans and profiles alphabetically, numerically, chronologically and by other predetermined categories for use by staff or management as requested. Updates databases with daily revenue of Plan Room reproductions and CIP projects number assignments. Prepares and types records and reports. Performs backup duties as needed. Operates office machines including scanners, computers, calculators, typewriters, copiers and faxes; answers telephones, takes messages, greets, assists and/or directs visitors.

10 **WORKING CONDITIONS**

This position requires stooping, bending and/or lifting items up to 30 pounds; interacting courteously and working well with external and internal walk-in customers requesting service; adjusting to frequent interruptions and changes; and working as a member of a team.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) months of clerical or administrative experience are required.

13 **MINIMUM LICENSE REQUIREMENTS**

None

14 **PREFERENCES** None

15 **SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skills assessment evaluation.

16 **SAFETY IMPACT POSITION** ☐Yes ☒No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 9
\$693 - \$919 Biweekly \$18,018 - \$23,984 Annually

18 **OPENING DATE** September 21, 2005

19 **CLOSING DATE** September 27, 2005

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9471.**

An Equal Opportunity Employer